

**CITY OF LEWISTON
PLANNING BOARD MEETING
MINUTES for February 12, 2007 – Page 1 of 4**

The following motion was made to appoint a chairman, in Tom Peters absence, to chair this meeting:

MOTION: by **Roger Philippon** that the Planning Board appoint Steve Morgan to chair this meeting. Second by **Ron Chartier**.

VOTED: 5-0 (Passed).

Tom Peters arrived directly after the Roll Call was made.

I. ROLL CALL: This meeting was held in the City Council Chambers on the First Floor of City Hall, was called to order at 5:37 p.m., and was first chaired by Steve Morgan (Roll Call only) and then the remaining agenda items by Interim Chairman Tom Peters.

- **Members in Attendance:** John Racine, Stephen Morgan, Jim Horn, Roger Philippon, and Jonathan Earle. **Absent:** None.

- **Associate Members Present:** Tom Peters and Ron Chartier. **Associate Member Absent:** None.

- **Staff Present:** Gil Arsenault, Director of Planning & Code Enforcement; David Hediger, City Planner; and Doreen Christ, Administrative Secretary of Planning & Code Enforcement.

II. ADJUSTMENTS TO THE AGENDA: None.

III. CORRESPONDENCE: None.

IV. HEARINGS:

A. *A proposal submitted by Survey Works, Inc. on behalf of Richard & Laura Pelletier to amend the Stepping Hills Subdivision Plan and divide lot 1, located at 1 Taylor Hill Road, into two (2) parcels.* David Hediger read his Staff Memorandum dated February 8, 2007.

This proposal is to amend the Stepping Hill Subdivision Plan and divide lot 1 into two (2) parcels. This 1.97 acre parcel is located in the Office Residential (OR) zoning district and currently contains Pelletier's Karate Academy (lot 1A), which is serviced by city water and a private septic system. Lot 1B will be serviced by a private well and septic system. This parcel is limited to single family, two-family, or non-residential uses.

There were no concerns from the Police, Fire, and Public Services Departments.

Present at this meeting were **Richard Valentine**, Project Manager for Survey Works, Inc. on behalf of the applicants, **Richard & Laura Pelletier**. Richard Valentine presented a very brief presentation. He showed the proposed subdivision on his mapping. He stated that the proposal is to cut the lot in half and then sell the lot. The entrance to this subdivision will be off of Taylor Hill Road.

This item was then opened first to the public for those in support. There were none present. This item was then opened to the public for those in opposition. There, being none, this item was then brought back to the Board for further discussion or a motion. The following motion was made.

MOTION: by **Roger Philippon**, that the Planning Board determines the application submitted by Survey Works, Inc. on behalf of Richard & Laura Pelletier to amend the Stepping Hills Subdivision Plan and divide lot 1 into two (2) parcels at 1 Taylor Hill Road to be complete; grants approval of the modification/waiver checklist; that this application meets all of the necessary approval criteria contained under Article XIII, Sections 4 and 5 of the Zoning and Land Use Code; and grants approval to Richard & Laura Pelletier, subject to the following condition:

1. That all of the items noted in Survey Works, Inc. response dated February 8, 2007 labeled, "Response to Planning Board Comments and Concerns, Stepping Hills Subdivision" are addressed prior to the release of any signed, approved site plans. Second by **Steve Morgan**.

VOTED: 6-0 (Passed).

B. A proposal submitted by Survey Works, Inc. on behalf of Leon and Patricia Ward to create a three- (3-) lot subdivision (Hillcrest Commons Subdivision) at 1639 Main Street. David Hediger read his Staff Memorandum dated February 8, 2007.

This proposal is to create a three- (3-) lot subdivision (Hillcrest Commons Subdivision). Currently, this is a vacant, 3.85 acre parcel and it is located in the Office Residential (OR) zoning district. It is proposed to be split the lot into three (3) parcels. All three (3) lots will be serviced by private water and sewer. This parcel is limited to single family, two-family, or non-residential uses. Both Lots 2 and 3 will have a shared driveway. Note #10 on the Site Plan makes reference to the Common Driveway Maintenance Agreement for both lots.

There were no concerns from the Police, Fire, and Public Services Departments.

Present at this meeting were **Richard Valentine**, Project Manager for Survey Works, Inc. on behalf of the applicants, **Leon & Patricia Ward**. **Leon Ward** was also present. Richard Valentine presented a very brief presentation. He showed the proposed subdivision on his mapping. If something, other than residential is proposed for this subdivision, than there will need to be an update from the well driller. Lot Nos. 2 and 3 shall have access only with a shared driveway. It was opted that Note #10 on the Subdivision Plan, "*Lots 2 and 3 shall access only from the common driveway location shown.*" be referenced in the recorded Deeds.

John Racine arrived at 5:47 p.m.

This item was then opened first to the public for those in support. There were none present. This item was then opened to the public for those in opposition.

Karen Pulkkinen, 1635 Main Street, explained that her property abuts this subdivision. If these lots are sold, either for residences or commercial, she would want her property buffered. It was explained to her that if it were to be a business located there, her property would then be required to be buffered. Depending on what type of business, it would need to come back to the Planning Board. She would then be notified again.

Tom Peters stated that there is an option that someone could buy all three (3) lots and place a commercial use there.

There, being no further public comment, this item was then brought back to the Board for further discussion or a motion. The following motion was made.

MOTION: by **Roger Philippon**, that the Planning Board determines the application submitted by Survey Works, Inc. on behalf of Leon & Patricia Ward to create a three- (3-) lot subdivision (Hillcrest Commons Subdivision) at 1639 Main Street to be complete; grants approval of the modification/waiver checklist; that this application meets all of the necessary approval criteria contained under Article XIII, Sections 4 and 5 of the Zoning and Land Use Code; and grants approval to Leon & Patricia Ward, subject to the following conditions:

1. That all of the items noted in Survey Works, Inc. response dated February 8, 2007 labeled, "Response to Planning Board Comments and Concerns, Stepping Hills Subdivision" are addressed prior to the release of any signed, approved site plans.
2. That the Common Driveway Agreement must be referenced in the recorded Deeds for Lot Nos. 2 and 3. Second by **Steve Morgan**.

VOTED: 6-0-1 (Passed) (John Racine Abstained).

C. A proposal submitted by Harriman Associates on behalf of the Lewiston School Department to construct a 6,200 square foot, single-story addition to the McMahon Elementary School at 151 North Temple Street. David Hediger read his Staff Memorandum dated February 8, 2007.

This proposal is to construct a 6,200 square foot, single-story addition to the McMahon Elementary School. This is a 68-acre parcel and is located in the Suburban Residential (SR) zoning district. This parcel currently contains a 54,450 square foot elementary school and parking. This proposed addition will add five (5) classrooms to the school.

There were no concerns from the Police, Fire, and Public Services Departments.

Present at this meeting was **Frank Crabtree**, P.E., from Harriman Associates on behalf of the Lewiston School Department. **Paul Caron**, Facilities Director from the Lewiston School Department, was also present. Frank Crabtree briefly presented this item to the Board. He showed the location of this project on his mapping.

Paul Caron said that addition will be a stick-built. This addition will replace the portable classrooms that are presently there.

This item was then opened first to the public for those in support. There were none present. This item as then opened to the public for those in opposition.

George Binette, 426 Pond Road, asked if this property abutted his property. After determining his property location on Frank Crabtree's mapping, the response was that there is a quarter of a mile of woods between his property and McMahon Elementary School's. He was then satisfied and departed from the meeting. There, being no further public comment, this item was then brought back to the Board for further discussion or a motion. The following motion was made.

MOTION: by **John Racine**, that the Planning Board determines the application submitted by Harriman Associates on behalf of the Lewiston School Department to construct a 6,200 square foot, single-story addition to the McMahon Elementary School at 151 North Temple Street to be complete; grants approval of the modification/waiver checklist; that this application meets all of the necessary approval criteria contained under Article X, Section 3 and Article XIII, Section 4 of the Zoning and Land Use Code; and grants approval to the Lewiston School Department. Second by **Roger Philippon**..

VOTED: 6-0-1 (Passed) (Jim Horn Abstained).

V. OTHER BUSINESS:

A. A discussion regarding the scheduling of the FY2008 Lewiston Capital Improvement Plan (LCIP). This item will need to be brought to the Planning Board for a recommendation to the City Council. It was determined that the Planning Board would like for James Bennett to do a very brief presentation. They also suggested that Phil Nadeau, Assistant City Administrator, could also represent the City on this presentation. It was suggested to hold off on scheduling a date for this presentation for now. David Hediger will contact either James Bennett or Phil Nadeau for a convenient time to present the LCIP to this board.

There is was no action necessary, as this time, for this item.

B. A discussion regarding private road and city street standards. At the last City Council meeting, it was requested that Planning Board Staff draft standards that would provide two (2) types of city street standards, based upon the number of dwelling units being serviced by that street. A draft of the recommended changes were discussed at this meeting.

David Hediger stated that amendments to the ordinance have been approved by the City Council. As far as policy and standards, the City Council has asked Staff to revise the standards. Again, there will be two (2) types of city street standards – both will have certain standards and will be paved. These two (2) types of city street standards will save some money for smaller developments.

C. A discussion on board member attendance at City Council meetings. This item was brought to this board at the request of the Interim Planning Board Chair. After a brief discussion, it was decided that when an issue is coming up of a consequence, it will be discussed whether a Planning Board member's presence be at that City Council meeting.

D. Request to schedule a workshop regarding Oak Park and Park Street bars. This item was brought to this board at the request of the Interim Planning Board Chair.

David Hediger stated that the intent is for a Joint Workshop between both the City Council and the Planning Board. This joint workshop may include Urban Design Standards. In regards to Oak Park, Tom Peters suggested that maybe the Planning Board should make sure, in the future, that elderly developments are not located in the downtown

E. A discussion regarding the scheduling of Planning Board workshops.
The following dates are suggested, by Planning Staff, for workshops:

- Tuesday, February 20, 2007,
- Tuesday, March 6, 2007,
- Tuesday, March 20, 2007, and
- Tuesday, April 3, 2007.

It was agreed by all members that the meeting time for the above dates will be 5:30 p.m. and to go forward with the above possible dates. Tom Peters requested David Hediger to e-mail the above dates to all members for their availability. These workshops will not be held in the City Council Chambers. There was a suggestion to try to coordinate workshops with other meetings. In conclusion, the Board Members preferred separate meetings, therefore not being combined with Planning Board Meetings.

E. Any other business Planning Board Members may have relating to the duties of the Lewiston Planning Board. David Hediger mentioned that there is a Neighborhood Meeting scheduled for Thursday, February 15, 2007, for the Wal-Mart Retail Development project. The only remaining issue is with traffic. There will be a large impact on the Alfred A. Plourde Parkway. This Exit 80 Retail project is scheduled for Planning Board's review on Monday, February 26, 2007.

VI. OLD BUSINESS: Policy and procedures regarding project amendments and associate members. There was no update.

VII. READING OF THE MINUTES: Draft Meeting Minutes for Planning Board Meeting held on January 8, 2007. The following revisions were made by Tom Peters on Page No. 7, fifth paragraph: 1. First sentence, delete the word, "are" and replace with the word, "should", after the word, "just" add the word, "be", and delete the words, "there are no" and replace with the word, "not". 2. Fourth sentence, delete the words, "are not required" and replace with the words, "are okay", but should be required." 3. Seventh sentence, delete the words, "this is going" and replace with the following words, "these are". The following motion was made:

MOTION: by **Roger Philippon** that the Planning Board accept the Minutes for the Planning Board Meeting held on January 8, 2007, with the above revisions submitted by Tom Peters. Second by **Jim Horn**.

VOTED: 7-0 (Passed).

VIII. ADJOURNMENT: No motion was made, no vote was taken, however; this meeting adjourned at 6:45 p.m.

Respectfully submitted,

Steven Morgan, Planning Board Secretary

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